

HAUGHLEY PARISH COUNCIL

Chairman: Councillor Alf Hannan
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HAUGHLEY PARISH COUNCIL meeting of the Parish Council which will be a video meeting via zoom, on Tuesday 16th March 2021 commencing at 7.00pm

The Council, members of the public and press may record/film/photograph or broadcast this meeting when the public and press are not lawfully excluded. The minutes and all public documents associated with this agenda will be published as usual.

Public Attendance Members of the public and press are welcome to join the Zoom meeting.

Members of the public will be invited to give their views/questions the Parish Council on issues on the agenda or raise issues for consideration or inclusion at future meetings.

To join this meeting, either as a Councillor or a member of the public, please select the link below and enter the Meeting ID and Password when prompted:

<https://us02web.zoom.us/j/82764495500?pwd=a1pBRVNhaDR3bjMvaOVkYmwyWnBadzO9>

Meeting ID: 827 6449 5500

Passcode: 096700

Or contact the Clerk clerk@haughleypc.co.uk for further access details

AGENDA

- 1. To receive and consider apologies for absence**
- 2. To receive Councillors' Declarations of Interest in any item on the Agenda**
- 3. To consider written requests for any dispensations**
- 4. To note the minutes of the following meetings: (as circulated) and to agree that delegated authority be given to the Chair to sign the minutes outside of the meeting:**
 1. Parish Council Meeting 16th February 2021
- 5. To note/review updated action log**
- 6. Public Forum:** to receive any questions and matters of concern received prior to the meeting
- 7. To receive written reports for information only from County Councillor Andrew Stringer**
- 8. To receive written reports for information only from District Councillors Keith Welham and Rachel Eburne**

9. **Planning Applications: To consider and agree Council comments on applications made to the Local Planning Authority (MSDC) (please note: in planning matters the Council acts as the consultee of the Principal Authority. The Principal Authority being the deciding body):**
 1. DC/21/00618: Proposal: Householder Planning Application - Erection of swimming pool building, extension and conversion of garage to form annex **Location:** Spindleberry Cottage, Wetherden Road, Haughley, Stowmarket Suffolk IP14 3RE
10. **Planning Decisions: To note determinations by the Local Planning Authority (MSDC).**
 1. DC/20/05937 **Proposal & Location of Development:** Submission of details for reserved matters following approval of outline application DC/18/04614. Town and Country Planning (Development Management Procedure) (England) Order 2015 - Access, Appearance, Landscaping, Layout and Scale for the Erection of 1No dwelling and garage (amended scheme to approved DC/19/03742). Land South Of Ashdown, Haughley Green, Haughley, Stowmarket Suffolk IP14 3RR: Reserved matters have been APPROVED
11. **To note the minutes from the Gallowsfield Wood Committee meeting of 3rd March 2021 and consider recommendations:**
 1. That a public event is held at Gallowsfield Wood to celebrate release from COVID-19 lockdown
 2. Training is provided or basic tree assessment
12. **To note the minutes from the Biodiversity and Wildlife Conservation Committee meeting of 10th March 2021**
13. **To receive an update on the status of the CIL applications**
14. **To receive an update on the Junior Football Pitch**
15. **To receive a report from the PIIP Working Group**
16. **To receive a report from the Haughley in Bloom Working Group**
17. **To receive a report from the Village Hall Representative**
18. **To receive a report from Playing Field Committee**
19. **To consider a "Scarecrow" event on The Green**
20. **To consider holding an event to commemorate the 750th anniversary of the siege and burning of Haughley Castle in 1173**
21. **Parish Council Policies Review 2021: Councillors to note that the following policies have been reviewed and to approve unchanged as no updates are required:**
 1. Code of Conduct
 2. Financial Regulations V1.2
 3. Standing Orders V1.3
 4. Appraisal Policy V1.0
 5. Dignity at Work Policy V1.0
 6. Employee Privacy Notice V1.0
 7. Sickness and Absence Policy V1.0

8. Noticeboard Policy V1.0
9. Volunteer Policy V1.0

22. To agree to adopt the following amendments to policies:

1. Banking Policy V1.1
2. Equality Statement V1.1
3. Media Policy V1.1
4. Safeguarding Policy V1.1
5. Consent Form V1.0
6. Data Protection Policy V1.1
7. Document and Electronic Data Policy V1.1
8. Lawful Basis for Processing Data V1.0
9. Privacy Notice V1.1
10. Security Incident Response Policy V1.0

23. Finance: All relevant papers attached:

1. To receive February Finance Reports and to agree that delegated authority be given to the Chair to sign these outside of the meeting:
 - (i) Bank reconciliation
 - (ii) Budget to actual
 - (iii) Reserves
2. To authorise March payments (BACS, SOs and cheques)
3. To review and agree the effectiveness of Internal Control Statement
4. To review the effectiveness of the Internal Auditor and agree a fee of £265
5. To consider the quote received for the work to the footbridge linking the Playing Field with Castle Rise
6. To agree the Grass Cutting and Grounds Service Level Agreement 2020
7. To discuss and agree the cost of the Clerk's mobile phone

24. To receive the Clerk's report

25. To discuss and consider action taken and to be taken in relation to the water cabinet at the allotments

26. To consider and agree a date for a Community Litter Pick

27. To note a summary of correspondence and consider action to be taken where applicable

28. Date of next meetings:

1. Full Parish Council (Annual General Meeting) is scheduled for Tuesday 4th May 2021 at 7.00pm via Zoom
2. Biodiversity & Wildlife Conservation Committee is scheduled for Tuesday 27th April 2021 at 7.00pm via Zoom
3. Gallowsfield Wood Committee is scheduled for Wednesday 5th May 2021 at 7.00pm via Zoom

Claire Pizzey

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